

## 11.2 GOVERNANCE ARRANGEMENTS FOR THE 2025-2028 TRIENNIUM

**Author:** Jack Marshall, Manager Democratic Services  
Kaiwhakahaere Ratonga Manapori

**Authoriser:** Wendy Walker, Chief Executive  
Tumuaki

### KAUPAPA PURPOSE

The purpose of this report is to:

- Schedule meetings of Council and its committees for 2026; and,
- Approve the proposed Terms of Reference and Delegations for the triennium; and,
- Seek a recommendation from Council to the Remuneration Authority as to how the governance pool should be divided; and,
- Appoint members as needed to external bodies.

### NGĀ TŪTOHUTANGA RECOMMENDATIONS

That the Council:

1. Receive the report.

*Scheduling meetings for 2026*

2. Agree to adopt the proposed 2026 meeting calendar.

*Terms of Reference and Delegations*

3. Agree to adopt the Terms of Reference and Delegations 2025-2028.
4. Agree to adopt the role descriptions and responsibilities of the Mayor, Deputy Mayor, and Heamana of Te Puna Kōrero in the Terms of Reference and Delegations.
5. Agree to delegate, pursuant to the Local Government Act 2002, Schedule 7, Clause 32, the functions, powers and duties to the Chief Executive in the Terms of Reference and Delegations.
6. Note that no updates are recommended to the Council's other governance documents (Standing Orders and Code of Conduct), in light of the legislative changes foreshadowed in the Local Government (Systems Improvement) Amendment Bill.
7. Note that the Chief Executive was required to make decisions during the period between the previous Council leaving office on 17 October 2025 and the new Council coming into office on 25 November 2025, as provided for under the delegation approved by the Council on 2 October 2025:
  - a. Extending the appointment of the Commissioner of the Porirua District Licensing Committee until 20 December 2025; and,
  - b. Approval of the Draft Statement of Expectations for Tiaki Wai MetroWater.

*Remuneration of elected members*

8. Agree to propose to the Remuneration Authority, that the governance pool be divided as follows:

| Role   | Description of Role  | Number of roles | Minimum Remuneration Allowable | Base Remuneration | Remuneration for additional duties | Governance Pool Allocation (total) |
|--|--|-----------------|--------------------------------|-------------------|------------------------------------|------------------------------------|
| <b>Deputy Mayor</b><br>Councillor Kylie Wihapi   | Assist the Mayor in carrying out the statutory and leadership role of the Mayor  | 1               | \$59,971                       | \$72,765          | \$20,790                           | \$93,555                           |
| <b>Chairs: (Heamana Te Puna Kōrero)</b><br>Councillor Josh Trlin<br>Councillor Geoff Hayward   | Provide leadership to the committee, ensure decision-making is evidence based and made in a timely manner, and conduct meetings in accordance with standing orders and legislation | 2               | \$59,971                       | \$72,765          | \$12,994                           | \$171,590                          |
| <b>Chair: Chief Executive Employment Committee</b><br>Councillor Ross Leggett  | Provide leadership to the committee, ensure decision-making is evidence based and made in a timely manner, and conduct meetings in accordance with standing orders and legislation | 1               | \$59,971                       | \$72,765          | \$5,198                            | \$77,963                           |
| <b>Councillors - no additional duties</b><br>Councillors:<br>Mike Duncan;<br>Hemi Fermanis;<br>Kathleen Filo;<br>Izzy Ford;<br>Moirā Lawler;<br>Nathan Waddle. | Base Councillor remuneration   | 6               | \$59,971                       | \$72,765          | \$0                                | \$436,590                          |

9. Agree to provide the Mayor with a motor vehicle with full private use rights in accordance with the criteria as set out in the Remuneration Authority Determination.

*Appointing members to external bodies*

10. Agree to appoint members to external bodies as follows:
- Civil Defence Emergency Management Group:  
Mayor Anita Baker, with Councillor Kylie Wihapi as alternate.
  - Wellington Water Committee:  
Mayor Anita Baker with Councillor Kylie Wihapi as alternate.
  - Wellington Regional Leadership Committee:  
Mayor Anita Baker, with Councillor Kylie Wihapi as alternate.
  - Hutt Mana Charitable Trust Appointments Committee:  
Councillor Mike Duncan.
11. Note that at the meeting on 25 November 2025, Council appointed members to the following external bodies:

- a. Metro Waters Partners' Joint Committee: Mayor Anita Baker, with Councillor Kylie Wihapi as alternate;
  - b. Wellington Regional Waste Minimisation and Management Plan Joint Committee: Councillor Geoff Hayward.
12. Note that at the meeting on 25 November 2025, Council agreed to recommend that the Wellington Regional Council (Greater Wellington) appoint Mayor Anita Baker, with Councillor Ross Leggett as alternate to the Regional Transport Committee. These appointments were subsequently confirmed by the Wellington Regional Council at its meeting on 27 November 2025.
  13. Note that new external organisational arrangements may require the appointment or nomination of elected representatives from time to time and will be brought to the Council for its consideration.
  14. Note that the Council representatives on external organisations should report to the Council at appropriate times on the work of the organisation and on issues of strategic significance.

Reports contain recommendations only. Refer to the meeting minutes for the final decision.

## HE WHAKAMĀRAMA BACKGROUND

### Scheduling meetings for 2026

1. The proposed meeting schedule for 2026 has been developed by officers based on previous years' meeting calendars. This is attached as **Attachment 1**.
2. The 2026 meeting calendar provides for Committee and Council meetings to be held on Thursday mornings (with an 8.30am start unless directed otherwise).
3. This aligns with the Mayor's instructions to keep the majority of Council business to occur on Thursday mornings.

### Terms of Reference and Delegations

4. Under s 41A of the Local Government Act 2002, the Mayor has the power to appoint a Deputy Mayor, and to establish a committee structure. The Mayor has exercised this power, and these appointments and the committee structure were received and noted by the Council at its inaugural meeting.
5. The Council is now required to agree the terms of reference and delegations of these committees, and to establish the other roles and responsibilities. The proposed Terms of Reference and Delegations are contained in **Attachment 2**.
6. The broad range of powers, and complexity of local government makes it necessary and desirable to delegate responsibilities and powers to committees of Council, chairs of committees, and to the Chief Executive.
7. The Council is responsible for setting the vision, strategic priorities, and the outcomes sought for the City, as well as the principles used to support and guide the way this is to be achieved.
8. Under the Local Government Act 2002, the Council has a number of functions which it cannot delegate its decision-making powers.<sup>1</sup> These include the power to make a rate or a bylaw, adopt an annual or long-term plan, as well as a range of other matters including changing Standing Orders and the Code of Conduct.

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<sup>1</sup> Local Government Act 2002, sch 7, cl 32.

9. This does not limit Council delegating the drafting and preparation of these items, up to the final decision-making stage. This can allow a committee to work through a process in detail and provide a recommendation to the Council.
10. Decision making on other matters can be delegated to committees, or other roles.
11. Delegating to committees of Council, chairs of committees, and to the Chief Executive allows for efficient conduct of the business of the Council.

#### **Remuneration of elected members**

12. In accordance with the Remuneration Authority Act 1977 and the Local Government Act 2002, sch 7, cls 6, 7A(1) and (5), the Remuneration Authority (the Authority) makes a formal Determination by setting the remuneration for elected positions in individual local authorities. It also sets the rules for reimbursement of expenses members encounter while undertaking their duties.
13. The Authority sets a size index for local authorities in Aotearoa. Each council is placed within this index, based upon the assessed size of the total governance accountabilities of that council. It has no relationship to the number of councillors on a council. For territorial authorities, the size index is based on:
  - Population (source: StatsNZ estimated resident population)
  - Total operating expenditure (source: StatsNZ local authority financial statistics)
  - Total assets (source: StatsNZ local authority financial statistics)
  - Socioeconomic deprivation index (source: University of Otago Socioeconomic Deprivation Indices).
14. Based upon the position within the size index, the Authority then sets a “governance pool”, from which councillors are remunerated. The pool provides the total amount that can be paid in remuneration to councillors in each individual council. The pool does not have any relationship to the number of councillors and is separate from the remuneration the Authority determines must be paid to the Mayor.
15. This approach requires councils to make decisions regarding positions of responsibility and consequent remuneration, including the base remuneration for councillors with no positions of responsibility.
16. The Authority had requested that each council submit how it wishes to distribute its allocated pool by Friday 14 November 2025 to enable the new rates to be included in a Determination prior to the end of the year. As this deadline has been missed due to the delay in the new Council being sworn in, the Authority will now include Porirua City Council’s proposal in its next Determination, which is likely to be made in early March 2026.

#### **Appointing members to external bodies**

17. There are a number of bodies that Council appoints members to, including joint committees, committees of other councils, or trusts, and community organisations (where the Council considered it appropriate).
18. The appointments made by the Council to external organisations ends with the triennium. However, the triennium change does not affect the organisations or their functions. Appointments and nominations can be changed at any time during the triennium by Council resolution.

#### **Standing Orders and Code of Conduct**

19. The start of the triennium is traditionally when Council is asked to adopt changes to its governance documents, including the Standing Orders and Code of Conduct.



20. However, the Local Government (Systems Improvement) Amendment Bill currently before Parliament contains provisions that enable the Secretary of Local Government to issue nationally consistent Standing Orders and a Code of Conduct that local authorities must follow.
21. In light of these imminent changes to the legislation, as well as officers' view that both documents are working well in their current formats, it is not recommended that Council update the Standing Orders and Code of Conduct at this time.
22. Both the Standard Code of Conduct and Standing Orders are likely to be in place by mid 2026.

## NGĀ MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

### Scheduling meetings for 2026

23. Officers have developed the 2026 meeting calendar (**Attachment 1**).
24. Council meetings are scheduled once a month on Thursday mornings, aligning with previous years' meetings calendars.
25. Te Puna Kōrero has been scheduled for twice a month (where possible) on Thursday mornings, aligning with previous years' meetings calendars.
26. Workshops are scheduled after every Te Puna Kōrero meeting and after most Council meetings. However, it may be that there is insufficient business for a workshop after every meeting.
27. Chief Executive Employment Committee meetings are scheduled twice in the year as required and aligned with previous years' meetings calendars.
28. Audit and Risk Committee meetings will retain the same quarterly meeting rotation on a Thursday morning as was undertaken in 2024 and 2025.

### Terms of Reference and Delegations 2025-2028

#### Council | Te Kaunihera o Porirua

29. The Council is the governing body of a local authority, and includes all elected members. For Porirua City Council in the 2025/28 triennium, it retains the powers that cannot be delegated, and those considered of such significance that they should continue to be exercised by the Council.
30. Council also provides a check on the decisions made by committees and will approve strategy and policy recommended to it by Te Puna Kōrero.

#### Committee Structure

31. The Terms of Reference and Delegations are based off of the 2022/25 triennium Terms of Reference and Delegations.

#### Te Puna Kōrero

32. The committee of the whole will promote integrated decision-making, enable faster response to issues and opportunities and provides officers with an improved ability to keep elected members informed and involved in key issues.
33. It allows elected members to develop and hold a consolidated view of all Council strategic and operational issues, and to take a holistic view. The structure provides the opportunity for all elected members to make decisions and will facilitate effective policy leadership and debate.

34. The Committee is called Te Puna Kōrero. This is a name given by the Council's Kaumātua in 2019, and means "A space where ideas, strategy, leadership and direction is developed". Its metaphorical meaning is "the well where all come to quench their thirst and renew and move forward."
35. The Mayor has appointed Councillor Josh Trlin and Councillor Geoff Hayward as Heamana. These two members will preside at meetings of Te Puna Kōrero, as outlined in Appendix 1 of the Terms of Reference and Delegations.
36. Te Puna Kōrero will meet twice per month.

#### Audit and Risk Committee | Komiti Tātari me te Mōrea

37. The Audit and Risk Committee will assist the Council by ensuring there are robust internal controls for financial and non-financial assets, the integrity and appropriateness of internal and external reporting and accountability arrangements, risk management, internal and external audit functions and compliance with statutory processes and standards and best practice.
38. Key responsibilities of the Committee will be to appoint the external auditor and agree with them a programme of work. For the development of the Annual Report, the Committee will confirm the appropriate processes followed and actions completed and recommend adoption to the Council.
39. The Audit and Risk Committee does not have a financial function as this is a separate function and the responsibility of Te Puna Kōrero.

#### Chief Executive Employment Committee | Komiti Whai Mahi a te Tumuaki

40. This Committee has been established to manage the Council's relationship with its single employee (the Chief Executive). The Local Government Act prescribes employment term, review processes, and stipulates that employment decisions are made by the full Council.
41. This Committee is responsible for all matters concerning the performance and remuneration of the Chief Executive. It also has the powers to make decisions on process regarding employment decisions, and make recommendations to the Council.

#### Dog Control Hearings Subcommittee | Komiti Iti mō Ngā Whakawātanga Whakahaere Kuri

42. This Subcommittee was first established in the 2019/2022 triennium to hear objections to classifications under the Dog Control Act 1996. These include objections where dogs have been classified as "objectionable" or "dangerous", as well as disqualification as an owner, or classification as a probationary owner.
43. This Committee meets as required to hear these objections and met twice during the 2019/2022 triennium. It did not meet in the 2022-25 triennium; however it is desirable that this Subcommittee continues to exist in the event it is required to determine an objection.
44. Due to the nature of these objections, the Subcommittee sits in a quasi-judicial manner.

#### Porirua District Licensing Committee | Te Rōpū Tuku Raihana Waipiro o Porirua

45. The Porirua District Licensing Committee administers the Council's alcohol licensing framework as determined by the Act and the Council's Local Alcohol Policy.
46. Two Councillors have been appointed as Chair and Deputy Chair. The Chair or Deputy Chair can hear unopposed applications on the papers. For opposed applications, or if the Chair desires in the case of unopposed applications, the Chair or Deputy Chair will hear these matters alongside two list members from the list appointed by Council.

#### Efficient and Effective Use of Committees and Elected Members' Time

47. The Council deals with a broad and complex range of issues, functions and activities. Elected members will receive and request a considerable amount of information relating to

their areas of interest, specific responsibilities and general Council and city-related issues. An orderly approach is required to manage this, particularly in relation to the work of committees.

48. Information reports and 'noting' recommendations are generally avoided. The Chief Executive will work with elected representatives to determine the appropriate ways to share information. Workshops and briefing sessions with officers and external organisations are also useful to enable information sharing and discussion, with no formal decisions made at these forums. Workshops assist in the development of subsequent papers and issues for decisions by the Council.
49. There are naturally peaks and troughs in Council work. To help manage this, the Chief Executive works to smooth the work programme and show the alignment with the Council's strategic direction. The Chief Executive will regularly discuss the work programme with the Mayor and Chairs.

#### Role Specific Delegations

50. Role descriptions and responsibilities for the Mayor, Deputy Mayor and chairs of committees are included in the Terms of Reference and Delegations. Examples are:
  - Approval of conferences and training within New Zealand;
  - Approval of submissions when the submission deadline cannot be met were the submission be considered by Te Puna Kōrero;
  - Acceptance of late submissions by a Chair of Te Puna Kōrero;
  - Appointment of commissioners or a panel of commissioners to hear and decide Resource Management Act hearings.

#### Chief Executive Delegations

51. Delegations to officers is necessary and desirable for the operation of Council and its administration of the purposes of local government. The approach taken by all local authorities and provided for in s 42 of the Local Government Act 2002, is that the Chief Executive implements the decisions of Council, including the Long-term Plan and Annual Plans.
52. Specifically, this means that operational and capital expenditure budgets, certain fees and charges, service levels, specific projects, and other significant requirements are approved by the Council. The Chief Executive is authorised to make all arrangements to give effect to those decisions. The legislation allows the Council to delegate the functions powers and duties to the Chief Executive and for the Chief Executive to delegate the function power or duty to the appropriate officer (if required).
53. Last triennium, the Chief Executive was delegated all powers and authorities, other than those retained by Council and its Committees, or to specific elected member roles (e.g. the Deputy Mayor).
54. The delegation to the Chief Executive is subject to:
  - a. Acting within the law and within Council policy
  - b. Acting within the Long-term and Annual Plan (to ensure effective and efficient delivery of the Long-term Plan and Annual Plan)
  - c. Acting within the financial tolerances that are included in the delegation (which will be reported on in the proposed quarterly financial and performance report to Te Puna Kōrero)
  - d. The Chief Executive referring matters to the Council or Te Puna Kōrero that appropriately should be decided by the governing body or Te Puna Kōrero.

55. The delegation is supported by effective communication, trust and constructive working arrangements between the Mayor and all elected members and, the Chief Executive. More formally, this approach is reinforced by the Chief Executive's agreed key performance indicators which are overseen by the Chief Executive's Employment Committee. In addition, the Chief Executive is accountable for the performance of the Executive Leadership Team and at an operational level ensures that officers are appropriately supported, supervised and trained.

### **Remuneration of elected members**

56. The governance pool provides the total amount that must be paid in remuneration to the Councillors. The Council can recommend how it wants to allocate its pool according to its priorities and circumstances. Roles to which additional differential remuneration can be attached may include not just "internal" council roles such as deputy mayor or committee chair, but also other roles representing the Council on outside groups.
57. The governance remuneration pool does not apply to the annual remuneration of the Mayor which is set separately by the Authority.
58. There are four requirements for the distribution of the pool:
- The whole pool must be used and elected members must take the remuneration allocated to them.
  - The Council needs to decide a "base remuneration" for councillors who have no additional responsibilities.
  - For any roles which attract additional remuneration above the base rate, the Council will be required to formally resolve the following:
    - i. A title and short description of each role (i.e. what are the requirements for the councillor who undertakes it.
    - ii. The proposed annual dollar value of remuneration attached to the role and, the name of the Councillor appointed to fill that role.
    - iii. Following its formal decision-making, the Council will need to forward the proposal for additional remuneration to the Authority for consideration and inclusion in the Determination.

**Note:** Councillors undertaking hearings under the Resource Management Act 1991 (including District Plan hearings) and District Licensing Committee functions are entitled to additional fees for that work. Those fees are not drawn from the Council's governance remuneration pool and are covered later in this report.

### Proposals for changes during the triennium

59. The Authority will consider proposals made to it by the Council requesting new arrangements and will either issue an amending determination or consult with the Council. Proposals must be submitted to the Authority regardless of the additional level of remuneration proposed.
60. Council cannot exceed its allocated governance remuneration pool, and the pool is required to be fully distributed.
61. Should the Council propose to establish or disestablish a position, it will need to review its allocation of the pool. This will require changes to how the pool is split, i.e., the remuneration for a new position will need to be sourced from the pool, and in the case of a disestablished position, the additional remuneration previously attached to that position would need to be reallocated amongst councillors.

Allocation of the Pool

62. The Authority has allocated a pool of \$779,626 per annum. The minimum rate payable to each Councillor is \$59,971 or \$599,710 per annum for the whole Council (excluding the Mayor), leaving a balance of \$179,916 to be allocated.
63. It is proposed that the pool be allocated in a graduated manner to reflect the differences in levels of work and responsibility.
64. The table below sets out proposed remuneration for positions with additional responsibilities:

| Role   | Member  | Frequency of Meetings                          | Allocation |
|--|---|--|------------|
| Deputy Mayor                                 | Councillor Kylie Wihapi                           |  | \$93,555   |
| Heamana– Te Puna Kōrero                      | Councillor Josh Trlin<br>Councillor Geoff Hayward | Each Heamana will chair one meeting per month. | \$85,759   |
| Chair – Chief Executive Employment Committee | Councillor Ross Leggett                           | 2-3 times per year.                            | \$77,963   |

65. The Chair of the Audit and Risk Committee, and Councillor Kaumātua are not paid from governance pool as the pool does not cover external members appointed to Council committees.
66. Following declaration of the final results for the 2025 local government elections the Authority determined that Porirua City Councillors are to be paid a minimum of \$59,971 until such time as the Council considered how its pool was to be distributed, and the Authority issues a Determination. Councillors will be back paid the difference between the minimum and the new rates on release of the Authority's Determination. The Authority has advised that Councils who miss the 14 November 2025 deadline will be included in the next Determination of the Authority, which will be Gazetted in early March 2026. Following this, members will be back paid from one of the two following dates:
  - The date they are appointed, i.e., the date of the inaugural meeting (for those members holding positions of additional responsibility), or,
  - The date they took office, i.e., the day after the final results of the 2025 local elections were declared, being 17 October 2025 (for those members not holding positions of additionally responsibility).

Remuneration for the Mayor

67. Remuneration for the Mayor is not included in the governance remuneration pool as it is set directly by the Authority at \$170,195 per year for the 2025/26 year (following the 2025 local election). Remuneration for the Mayor is based on the placement of the Council on the size index.
68. The Mayor is unable to claim travel time allowance and no additional remuneration can be provided, with the exception of fees for resource consent hearings in exceptional circumstances.
69. Should the Mayor choose, with the approval of the Council, to have a council-provided car their remuneration will be adjusted using the formula provided by the Authority. The formula is included in each annual Determination. A limit is set on the value of council-supplied vehicles with the maximum purchase price also provided in the Determination.

### Mayoral Vehicle

70. Should the Council provide the Mayor with a motor vehicle for their private use it is responsible for valuing the cost of private use and for making the appropriate deduction from the Mayor's annual remuneration.
71. The Authority expects that if the Mayor is provided with a motor vehicle, the Council will publish in its annual financial statement the vehicle details, including its annual value as a component of the Mayor's total remuneration.
72. The Authority sets limits on the purchase price for the motor vehicle bought by the Council for the Mayor's use. The maximum purchase price is set by the Authority in its Determination:<sup>2</sup>

Petrol or diesel vehicle - \$60,000

Electric or hybrid vehicle - \$70,500

73. The provision of a vehicle for the Mayor is subject to a deduction to the remuneration of the Mayor being applied as follows:<sup>3</sup>

**Full private use** – Vehicle purchase price x 41% x 20%

**Partial private use** – Vehicle purchase price x 41% x 10%

**Restricted private use** – No deduction from annual remuneration

### District Plan and Resource Management Act 1991

74. Elected members are entitled to additional payments for resource consent and District Plan hearings held under the Resource Management Act 1991.
75. These fees are not part of the governance remuneration pool covering Councillors' remuneration and positions of additional responsibility.
76. The hourly rate paid is to be decided by the Council up to the following amounts:
  - \$104 an hour for a hearing member; and
  - \$130 an hour for a hearing chair.
77. Councillors undertaking these hearings are also paid at the same rate for preparation time.
78. Generally, the Mayor is unable to receive fees for participating in resource consent hearings. Fees might be considered in exceptional circumstances if there is a shortage of experienced hearing commissioners on the Council and there is a significant hearing of a lengthy duration, which would create undue time pressure on the Mayor. In such circumstances, no fees should be paid without seeking prior approval from the Authority.
79. Note: Due to the complexity of matters which require hearings under the Resource Management Act, and the amount of time required for each hearing process, it has not been the practice of Porirua City Council to appoint elected members to hearing panels in recent times.

<sup>2</sup> The maximum purchase prices listed include any on road costs or GST paid.

<sup>3</sup> For example, for an electric or hybrid vehicle (at the maximum purchase price) the salary sacrifice would be:

Full private use: \$70,500 x 41% x 20% = \$5,781.00

Partial private use: \$70,500 x 41% x 10% = \$2,890.50



## Appointing members to external bodies

80. The Council is asked to make appointments to the following bodies:

| Organisation   | Role and Council interest  |
|--|--|
| <b>Wellington Water Committee</b><br><br>Mayor Anita Baker<br><br>Alternate Councillor Kylie Wihapi  | <p>Wellington Water is a shared service organisation providing three waters network management services to its joint owners and shareholders (Greater Wellington, Hutt City, Porirua, Upper Hutt and Wellington City councils). A representative from each council sits on the <b>Wellington Water Committee</b> that provides overall governance oversight, leadership, and direction for the company. There is a separate <b>Wellington Water Board of Directors</b> whose chair reports to the Wellington Water Committee.</p> <p><b>Status</b> – a Joint Committee of the five councils</p> <p><b>Requirement:</b> One elected member with one alternate elected member</p>  |
| <b>Wellington Regional Leadership Committee</b><br><br>Mayor Anita Baker<br><br>(Alternate Councillor Kylie Wihapi)  | <p>The Wellington Regional Leadership Committee is a Joint Committee of all nine councils within the Wellington Region and Horowhenua District Council, as well as Mana Whenua and Central Government representatives.</p> <p>The purpose of the Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, and Regional Recovery – where a collective voice and collective planning and action is required.</p> <p><b>Requirement:</b> The Mayor and the Deputy Mayor as alternate (required under the Terms of Reference for the Committee).</p>  |
| <b>Wellington Region Civil Defence and Emergency Management Group Joint Committee</b><br><br>Mayor Anita Baker<br><br>(Alternate Councillor Kylie Wihapi). | <p>As required by s 12(1)(a) of the Civil Defence Emergency Management Act 2002. The Wellington Region Civil Defence and Emergency Management Group Joint Committee (a Joint Committee) is established under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.</p> <p>The Terms of Reference for the Joint Committee require the Mayor to be appointed, alongside one alternate to act in their absence. Chief Executives are generally also in attendance. The Mayor and Chief Executive pairing reflect the overall importance of city leadership required during emergency events.</p> <p>The Joint Committee and Mayors are supported by a Chief Executive Group (CEG) from the region's councils and a third tier 'sub CEG' of managers with portfolio responsibilities for Civil Defence and Emergency Management in their respective councils.</p> <p><b>Requirement:</b> Mayor, and one alternate.</p> |
| <b>Hutt Mana Charitable Trust Appointments Committee</b><br><br>Councillor Mike Duncan   | <p>The Hutt Mana Charitable Trust provides funding for schools, community groups and individuals in the Hutt Valley, Porirua City and Wellington North.</p> <p>As part of changes to its Deed in 2024, the Trust moved from electing trustees alongside each triennial local election, to an appointments process. As part of this, each Council in the Trust's area (Porirua City, Hutt City, Upper Hutt City, and Wellington City) are asked to appoint one of their members to sit on an Appointments Committee. This</p>   |



| Organisation | Role and Council interest   |
|--------------|---|
|              | <p>Committee will then appoint Trustees to sit on the Trust.</p> <p>The member appointed by Porirua City must be an elected member of Council, and must reside within the Porirua City district.</p> <p><b>Status:</b> Charitable Trust Committee</p> <p><b>Requirement:</b> One elected member (who resides within the Porirua City district).</p> |

81. Council appointed members to the following external bodies at its inaugural meeting on 25 November 2025:

|  |  |
|--|--|
| <p><b>Metro Waters Partners Joint Committee</b></p> <p>Mayor Anita Baker</p> <p>Councillor Kylie Wihapi as alternate</p> | <p>As part of the establishment of Metro Waters Limited by the Wellington City, Porirua City, Hutt City, and Upper Hutt City Councils and Greater Wellington Regional Council, a Partners' Joint Committee will be established to oversee Metro Water, made up of representatives from each partner council and mana whenua.</p> <p><b>Status:</b> Joint Committee</p> <p><b>Requirement:</b> One elected member and one alternate elected member.</p>                             |
| <p><b>Wellington Regional Transport Committee</b></p> <p>Mayor Anita Baker<br/>(Alternate Councillor Ross Leggett)</p>   | <p>Required by s 105 of the Land Transport Management Act 2003. This Committee works on the Wellington Regional Land Transport Plan.</p> <p>As this is a committee of the Wellington Regional Council (Greater Wellington), Porirua City Council is invited to nominate a representative and alternate. Greater Wellington confirmed these appointments at its meeting on 27 November 2025.</p> <p><b>Requirement:</b> One elected member and one elected member as alternate.</p> |
| <p><b>Wellington Region Waste Management and Minimisation Plan Joint Committee</b></p> <p>Councillor Geoff Hayward</p>   | <p>A Joint Committee of the regions councils to oversee the implementation of the Wellington Region Waste Management and Minimisation Plan and its statutory review which is required not more than six years after the last review. The committee meets as required and is hosted by the various councils on a rotational basis according to an agreed schedule.</p> <p><b>Status:</b> Joint Committee</p> <p><b>Requirement:</b> One elected member.</p>                         |

## Options

82. Council has the following options available to it in relation to each of the above governance matters:

### Option One

83. Agree to adopt the recommendations for each governance matter.

Option Two

84. Agree to adopt the recommendations for each governance matter with amendments.

Recommended Option

85. It is recommended that the Council adopt the recommendations in relation to each governance matter covered in this report.

**KŌRERO WHAKAKAPI****CONCLUSION**

86. This report covers several governance matters that Council must consider as part of the new triennium. These matters require a decision of Council to ensure the continued good governance of its district.

**NGĀ MŌHIOHIO TAUTOKO**  
**SUPPORTING INFORMATION****E TINO WHAI WĀHI ANA KI TE AHUNGA RAUTAKI A TE KAUNIHERA**  
**CONTRIBUTION TO COUNCIL'S STRATEGIC DIRECTION**

The matters covered in this report contribute to all four strategic priorities, by ensuring the continued good governance of Porirua City.

**NGĀ WHIRIWHIRINGA Ā-PŪTEA**  
**FINANCIAL CONSIDERATIONS****Cost**

The cost of elected member remuneration is covered in the body of this report. There are no costs attached to the other matters raised in this report.

**Funding Source**

Remuneration of elected members is budgeted for in the Long-term Plan 2024-2024.

**NGĀ WHAKARITENGA Ā-TURE**  
**STATUTORY REQUIREMENTS**

The statutory requirements of each one of the governance matters discussed in this report are covered in the body of the report.

**NGĀ ORANGA E WHĀ**  
**FOUR WELL-BEINGS**

The matters covered in this report contribute to all four well-beings, by providing for the continued good governance of Porirua City.

**TE WHAKAMANA I NGĀ MĀTĀPONO O TE TIRITI**  
**RECOGNITION OF TREATY PRINCIPLES**

The principles of Te Tiriti o Waitangi have been considered in the governance arrangements for the 2025-2028 triennium. This includes Council's Kaumātua, Te Taku Parai being a member of Council committees, and speaking rights at meetings of the Council.

**HIRANGA**  
**SIGNIFICANCE**

The matters covered in this report do not trigger the Council's Significance and Engagement Policy.

**TE KŌRERORERO TAHI ME NGĀ WHAKAWHITIWHITI KŌRERO**  
**ENGAGEMENT AND COMMUNICATIONS**

There are no engagement and communications considerations arising out of the matters covered in this report.

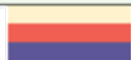
**NGĀ ĀPITI HANGA**  
**ATTACHMENTS**

1. **Proposed 2026 Meeting Calendar**
2. **Draft Terms of Reference and Delegations 2025-2028**

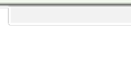
| Proposed 2026 Meeting Calendar |                      |                     |                            |                            |                            |                            |                           |                            |                            |                            |                            |                          |
|--------------------------------|----------------------|---------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
|                                | January              | February            | March                      | April                      | May                        | June                       | July                      | August                     | September                  | October                    | November                   | December                 |
| Monday                         |                      |                     |                            |                            |                            | 1 King's Birthday          |                           |                            |                            |                            |                            |                          |
| Tuesday                        |                      |                     |                            |                            |                            | 2                          |                           |                            | 1                          |                            |                            | 1                        |
| Wednesday                      |                      |                     |                            | 1                          |                            | 3                          | 1                         |                            | 2                          |                            |                            | 2                        |
| Thursday                       | 1 New Year's Day     |                     |                            | 2                          |                            | 4 Te Puna Kōrero Workshop  | 2 Te Puna Kōrero Workshop |                            | 3 Te Puna Kōrero Workshop  | 1                          |                            | 3 Audit and Risk         |
| Friday                         | 2 Day after NY's Day |                     |                            | 3 Good Friday              | 1                          | 5                          | 3                         |                            | 4                          | 2                          |                            | 4                        |
| Saturday                       | 3                    |                     |                            | 4                          | 2                          | 6                          | 4                         | 1                          | 5                          | 3                          |                            | 5                        |
| Sunday                         | 4                    | 1                   | 1                          | 5                          | 3                          | 7                          | 5                         | 2                          | 6                          | 4                          | 1                          | 6                        |
| Monday                         | 5                    | 2                   | 2                          | 6 Easter Monday            | 4                          | 8                          | 6                         | 3                          | 7                          | 5                          | 2                          | 7                        |
| Tuesday                        | 6                    | 3                   | 3                          | 7                          | 5                          | 9                          | 7                         | 4                          | 8                          | 6                          | 3                          | 8                        |
| Wednesday                      | 7                    | 4                   | 4                          | 8                          | 6                          | 10                         | 8                         | 5                          | 9                          | 7                          | 4                          | 9                        |
| Thursday                       | 8                    | 5                   | 5 Te Puna Kōrero Workshop  | 9                          | 7 Te Puna Kōrero Workshop  | 11                         | 9                         | 6 Te Puna Kōrero Workshop  | 10 Audit and Risk          | 8                          | 5 Te Puna Kōrero Workshop  | 10 Council               |
| Friday                         | 9                    | 6 Waitangi Day      | 6                          | 10                         | 8                          | 12                         | 10 Matariki               | 7                          | 11                         | 9                          | 6                          | 11                       |
| Saturday                       | 10                   | 7                   | 7                          | 11                         | 9                          | 13                         | 11                        | 8                          | 12                         | 10                         | 7                          | 12                       |
| Sunday                         | 11                   | 8                   | 8                          | 12                         | 10                         | 14                         | 12                        | 9                          | 13                         | 11                         | 8                          | 13                       |
| Monday                         | 12                   | 9                   | 9                          | 13                         | 11                         | 15                         | 13                        | 10                         | 14                         | 12                         | 9                          | 14                       |
| Tuesday                        | 13                   | 10                  | 10                         | 14                         | 12                         | 16                         | 14                        | 11                         | 15                         | 13                         | 10                         | 15                       |
| Wednesday                      | 14                   | 11                  | 11                         | 15                         | 13                         | 17                         | 15                        | 12                         | 16                         | 14                         | 11                         | 16                       |
| Thursday                       | 15                   | 12                  | 12 Audit and Risk          | 16 CE Employment           | 14 Audit and Risk          | 18 Te Puna Kōrero Workshop | 16                        | 13 CE Employment           | 17 Te Puna Kōrero Workshop | 15                         | 12                         | 17                       |
| Friday                         | 16                   | 13                  | 13                         | 17                         | 15                         | 19                         | 17                        | 14                         | 18                         | 16                         | 13                         | 18                       |
| Saturday                       | 17                   | 14                  | 14                         | 18                         | 16                         | 20                         | 18                        | 15                         | 19                         | 17                         | 14                         | 19                       |
| Sunday                         | 18                   | 15                  | 15                         | 19                         | 17                         | 21                         | 19                        | 16                         | 20                         | 18                         | 15                         | 20                       |
| Monday                         | 19 Wgtn Anniversary  | 16                  | 16                         | 20                         | 18                         | 22                         | 20                        | 17                         | 21                         | 19                         | 16                         | 21                       |
| Tuesday                        | 20                   | 17                  | 17                         | 21                         | 19                         | 23                         | 21                        | 18                         | 22                         | 20                         | 17                         | 22                       |
| Wednesday                      | 21                   | 18                  | 18                         | 22                         | 20                         | 24                         | 22                        | 19                         | 23                         | 21                         | 18                         | 23                       |
| Thursday                       | 22                   | 19 Council Workshop | 19 Te Puna Kōrero Workshop | 23 Te Puna Kōrero Workshop | 21 Te Puna Kōrero Workshop | 25 Council Workshop        | 23 Council Workshop       | 20 Te Puna Kōrero Workshop | 24 Council Workshop        | 22 Te Puna Kōrero Workshop | 19 Te Puna Kōrero Workshop | 24                       |
| Friday                         | 23                   | 20                  | 20                         | 24                         | 22                         | 26                         | 24                        | 21                         | 25                         | 23                         | 20                         | 25 Christmas Day         |
| Saturday                       | 24                   | 21                  | 21                         | 25                         | 23                         | 27                         | 25                        | 22                         | 26                         | 24                         | 21                         | 26                       |
| Sunday                         | 25                   | 22                  | 22                         | 26                         | 24                         | 28                         | 26                        | 23                         | 27                         | 25                         | 22                         | 27                       |
| Monday                         | 26                   | 23                  | 23                         | 27 ANZAC Day (Observed)    | 25                         | 29                         | 27                        | 24                         | 28                         | 26                         | 23                         | 28 Boxing Day (Observed) |
| Tuesday                        | 27                   | 24                  | 24                         | 28                         | 26                         | 30                         | 28                        | 25                         | 29                         | 27                         | 24                         | 29                       |
| Wednesday                      | 28                   | 25                  | 25                         | 29                         | 27                         |                            | 29 LGNZ Conference        | 26                         | 30                         | 28                         | 25                         | 30                       |
| Thursday                       | 29                   | 26                  | 26 Council Workshop        | 30 Council Workshop        | 28 Council Workshop        |                            | 30                        | 27 Council Workshop        |                            | 29 Council Workshop        | 26                         | 31                       |
| Friday                         | 30                   | 27                  | 27                         |                            | 29                         |                            | 31                        | 28                         |                            | 30                         | 27                         |                          |
| Saturday                       | 31                   | 28                  | 28                         |                            | 30                         |                            |                           | 29                         |                            | 31                         | 28                         |                          |
| Sunday                         |                      |                     | 29                         |                            | 31                         |                            |                           | 30                         |                            |                            | 29                         |                          |
| Monday                         |                      |                     | 30                         |                            |                            |                            |                           | 31                         |                            |                            | 30                         |                          |
| Tuesday                        |                      |                     | 31                         |                            |                            |                            |                           |                            |                            |                            |                            |                          |
| Wednesday                      |                      |                     |                            |                            |                            |                            |                           |                            |                            |                            |                            |                          |
| Thursday                       |                      |                     |                            |                            |                            |                            |                           |                            |                            |                            |                            |                          |
| Friday                         |                      |                     |                            |                            |                            |                            |                           |                            |                            |                            |                            |                          |
| Saturday                       |                      |                     |                            |                            |                            |                            |                           |                            |                            |                            |                            |                          |
| Sunday                         |                      |                     |                            |                            |                            |                            |                           |                            |                            |                            |                            |                          |



Te Puna Kōrero  
Council  
Other Committee



School Holidays  
Public Holiday  
Workshop



LGNZ Conference

**porirua**city

**Ngā Tikanga  
Whakahaere me  
Ngā Mana  
Terms of Reference  
and Delegations**

**For Porirua City Council | Te Kaunihera o Porirua**

**2025 – 2028**

**Version history**

| Version | Date             | Owner                       | Revision Due | Revisions Made |
|---------|------------------|-----------------------------|--------------|----------------|
| 1       | 11 December 2025 | Manager Democratic Services | As required  | First version  |
|         |                  |                             |              |                |
|         |                  |                             |              |                |
|         |                  |                             |              |                |
|         |                  |                             |              |                |

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## Kōrero Whakataki

### Introduction

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#### 1.1 GENERAL

This Terms of Reference and Delegations sets out the governance structure which details how Porirua City Council carries out its governance functions and records the delegation of powers and responsibilities. It sets out the responsibilities of and delegations associated with certain roles including the Mayor, Deputy Mayor, Chief Executive and Committee Chairs. These were agreed to by the Council on [DATE].

The Council's business is wide-ranging, and it has obligations and powers under many statutes and regulations. It would be impossible for the full Council to deal with everything itself. Delegation to officers is necessary for the operation of the Council to be efficient and effective and achieve its objectives and for its service delivery to be timely and successful.

These Terms of Reference and Delegations are developed in accordance with the provisions and requirements of the Local Government Act 2002 and are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

A delegate is not obliged to exercise a power or function delegated to it. If a matter has become publicly or politically contentious, it may be appropriate for the delegate not to exercise the particular power or function and to refer the power or function back to the delegator. Provision is made for this in the Council and Committee delegations with the expectation that the Mayor will be consulted and provide input into decisions by the delegate to refer a matter.

#### 1.2 ESTABLISHMENT OF COMMITTEE

In accordance with the Local Government Act 2002, Section 41A, the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each committee before the other members of the committees are determined.

The terms of reference and delegations to committees are set out in full in this document.

#### 1.3 IWI

The Council has statutory obligations to iwi and Māori, by virtue of the Treaty of Waitangi | Te Tiriti o Waitangi, in particular in relation to the Resource Management Act 1991, Local Government Act 2002, Historic Places Act 1980 and Reserves Act 1977.

To recognise this critical relationship with iwi Porirua City Council has a Memorandum of Understanding (MOU) with Te Rūnanga o Toa Rangatira Incorporated (Rūnanga).

The MOU provides for the Rūnanga to be entitled to appoint a representative as a non-voting member of the Council and as a voting member on specified committees.

An agreed iwi representative may attend the Council meeting and discuss, and debate matters as a non-voting participant. The agreed iwi representative may also attend the Te Puna Kōrero and Chief Executive Employment Committee meetings as a voting member.

#### **1.4 QUORUM**

The Terms of Reference for each committee contain the quorum required. Generally (unless otherwise specified) a quorum is half of the members physically present where the number of members (including vacancies) is even; and a majority of the members physically present, where the number of members (including vacancies) is odd.

Appointed members are included in calculating the quorum and are counted towards the quorum when present. This reflects the expectation that appointed members will attend those committees to which they are appointed.

Ex officio members are not included in calculating the quorum and are counted towards the quorum when present. This reflects the expectation that ex officio members will not always be able to attend all committees and forums but have full voting rights when present.

#### **1.5 AMBIGUITY AND CONFLICT**

In the event of ambiguity or conflict between any of the provisions contained in these Terms of Reference, with the result that there is uncertainty or dispute as to which committee has delegated authority to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor, after having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

#### **1.6 COUNCIL**

To the extent allowed by law, the Council delegates to its respective committees all of the powers and functions and duties of the Council as set out under the name of each committee.

#### **1.7 COMMITTEE MEMBERSHIP**

The Mayor is a member of all committees of the Council with voting rights (Note: the Mayor is not automatically a member of any Joint Committees).

#### **1.8 CONTACTS WITH MEDIA AND OUTSIDE AGENCIES**

The Committee chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council on matters outside of the Committee's delegation.

#### **1.9 CONDUCT OF AFFAIRS**

The Council and committees shall conduct their affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, the Standing Orders and Code of Conduct.

#### **1.10 PUBLIC ACCESS AND REPORTING**

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- At any meeting of the Committee at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshops are held solely for the purpose of information and discussion, no resolutions or decisions can be made.
- Extraordinary meetings of the Council and its committees may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987, s 48.
- The Council and its committees shall record minutes of all meetings and hearings.

## Ngā Mema o te Komiti Committee Membership

### Te Puna Kōrero

Heamana: Councillor Josh Trlin and Councillor Geoff Hayward  
Mayor Anita Baker  
Councillor Mike Duncan  
Councillor Kathleen Filo  
Councillor Izzy Ford  
Councillor Hemi Fermanis  
Councillor Moria Lawler  
Councillor Ross Leggett  
Councillor Nathan Waddle  
Councillor Kylie Wihapi  
Taku Parai, Council Kaumātua (Te Rūnanga o Toa Rangatira)

### Dog Control Hearings Subcommittee | Komiti Iti mō Ngā Whakawātanga Whakahaere Kuri

Mayor Anita Baker (Chairperson)  
Councillor Mike Duncan  
Councillor Kylie Wihapi

### Audit and Risk Committee | Komiti Tātari me te Mōrea

Chair: Warren Allen  
Deputy Chair: Councillor Nathan Waddle  
Mayor Anita Baker  
Councillor Mike Duncan  
Councillor Moria Lawler  
Councillor Ross Leggett  
Councillor Josh Trlin  
Felicity Caird

### Chief Executive Employment Committee | Komiti Whai Mahi a te Tumuaki

Chair: Councillor Ross Leggett  
Deputy Chair: Mayor Anita Baker  
Councillor Izzy Ford  
Councillor Josh Trlin  
Councillor Moria Lawler  
Councillor Nathan Waddle  
Councillor Kylie Wihapi  
Taku Parai, Council Kaumātua (Te Rūnanga o Toa Rangatira)

### Porirua District Licensing Committee | Te Rōpū Tuku Raihana Waipiro o Porirua

Councillor Kylie Wihapi (Chairperson)  
Councillor Mike Duncan (Deputy Chairperson)

## Council | Te Kaunihera o Porirua

|                            |   |
|----------------------------|---|
| <b>CHAIRPERSON:</b>        | Mayor Anita Baker   |
| <b>DEPUTY CHAIRPERSON:</b> | Councillor Kylie Wihapi   |
| <b>MEMBERSHIP:</b>         | The Mayor and all Councillors<br><br>Non-voting member: Taku Parai, Council Kaumātua (Te Rūnanga o Toa Rangatira) |
| <b>MEETING FREQUENCY:</b>  | Monthly   |
| <b>QUORUM:</b>             | A majority of members (including vacancies)   |

### PURPOSE

To carry out leadership functions including advocacy and facilitation on behalf of the community.

The Council will set the vision, strategic priorities, and the outcomes sought for the city and the principles used to support and guide the way in which this is to be achieved.

The Council has the authority to delegate a range of decision-making powers to its subordinate committees and provides the Chief Executive with a range of delegations to enable it to operate on a day-to-day basis.

### RESPONSIBILITIES

The Council's functions (as per the Local Government Act 2002, Schedule 7) include the powers that cannot be delegated such as the power to:<sup>1</sup>

- Make a rate to levy a uniform annual fee or uniform annual charge
- Make a bylaw
- Borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan
- Adopt a Long-term Plan, Annual Plan or Annual Report
- Appoint or dismiss a Chief Executive
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the Local Governance Statement
- Adopt a remuneration and employment policy
- Approve or amend Standing Orders
- Approve or amend the code of conduct for elected members
- Appoint and discharge members of committees (when not appointed by the Mayor)

The Council has also decided to retain, and not delegate, the following powers to:

- Approve a proposed district plan (or part thereof) or approve a change to a district plan in accordance with the provisions of the Resource Management Act 1991

<sup>1</sup> Local Government Act 2002, sch7, cl 32.



- Adopt Council strategy and policy
- Appoint representatives on external bodies
- Remove chairpersons of committees
- Approve the Triennial Agreement
- Make decisions on representation reviews
- Approve the recommendation on proposals for the remuneration of elected members
- Establish a joint committee with another local authority or other public body
- Appoint or remove trustees, directors or office holders to Council Controlled Organisations, Council Organisations and other external bodies
- Approve attendance and associated costs of elected members at overseas conferences, seminars, training or events, or when representing the Council as part of a delegation or responding to an invitation.
- Exercise any authority which it has delegated to a committee or officer which is referred to it for decision.

## Audit and Risk Committee | Komiti Tātari me te Mōrea

---

|                            |  |
|----------------------------|--|
| <b>REPORTS TO:</b>         | Council  |
| <b>CHAIRPERSON:</b>        | Warren Allen (external member)   |
| <b>DEPUTY CHAIRPERSON:</b> | Councillor Nathan Waddle   |
| <b>MEMBERSHIP:</b>         | Mayor Anita Baker, Councillor Mike Duncan,<br>Councillor Moira Lawler, Councillor Ross Leggett,<br>Councillor Josh Trlin, Felicity Caird |
| <b>MEETING FREQUENCY:</b>  | Quarterly  |
| <b>QUORUM:</b>             | Four   |

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### PURPOSE

To assist the Council by ensuring there are robust internal controls for financial and non-financial assets, and that there are appropriate arrangements for internal and external reporting and accountability, risk management, internal and external audit functions and compliance with statutory processes, standards and best practice. The Committee will satisfy itself that the Annual Report has been prepared appropriately and recommend adoption by the Council.

### RESPONSIBILITIES

The Audit and Risk Committee | Komiti Tātari me te Mōrea shall have responsibility for:

#### Internal Control Framework

- Review whether management's approach to maintaining an effective internal control framework is current, sound and effective.
- Consider whether management has taken steps to embed a culture that is committed to probity and ethical behaviour.
- Review whether there are appropriate processes or systems in place to capture and effectively investigate fraud or material litigation should it be required.

#### Internal Reporting

- Consider the processes for ensuring the completeness and quality of financial and operational information, including health and safety, being provided to the Council.
- Seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.



### **Risk Management**

- Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks.
- Review the risk appetite established by management, ensuring the risk appetite aligns with the Council's strategy, plans and commitments to the public.
- Consider whether appropriate action is being taken by management to mitigate the Council's significant risks.
- Ensure management is kept apprised of the Council's governance body's views on uncontrolled risk.

### **Internal Audit**

- Approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile.
- Review the adequacy of management's implementation of internal audit recommendations.
- Review the internal audit charter to ensure appropriate organisational structures, authority access, independence resourcing and reporting arrangements are in place.
- Conduct a members-only session, when required, with internal audit to discuss any matters that the auditors wish to bring to the Committee's attention.

### **External Reporting and Accountability**

- Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes.
- Enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management.
- Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend signing of the financial statements by the Chief Executive / Mayor and adoption by the Council.
- Confirm that processes are in place to ensure that financial information included in the entity's Annual Report is consistent with the signed financial statements.
- Satisfy itself that the Statement of Service Performance is supported by appropriate management signoff on the statement and on the adequacy of the systems of internal management and control.
- Receive and consider the Summary Financial Statements for consistency with the Annual Report.
- Satisfy itself that the appropriate process has been followed in the preparation of the Annual Report and recommend adoption by the Council.

### **Treasury Policy**

- Evaluate and recommend to the Council approval to make changes to the Treasury Policy.
- Recommend to the Council appropriate delegated authority levels to officers to operate the Policy.

- As part of the Annual Plan and Long-term Plan process review the Council's debt levels.

#### **External Audit**

- Confirm the terms of the appointment and engagement including the nature and scope of the audit, timetable and fees, with the external auditor.
- Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
- Conduct a members-only session with external audit to discuss any matters that the auditors wish to bring to the Committee's attention and/or any issues of independence.

#### **Compliance with Legislation, Standards and Best Practice Guidelines**

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), Council's own standards, and best practice guidelines.
- Receive the six-monthly legal compliance report from management and review any proposed actions to address any non-compliance matters.

#### **Long-term Plan**

- Confirm the terms of appointment and engagement, including the nature and scope of the audit, timetable, and fees with the external auditor.
- Receive and then consider the contents of the Long-term Plan and the auditor's report pursuant to s 94 of the LGA 2002.

## Chief Executive Employment Committee | Komiti Whai Mahi a te Tumuaki

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|                            |  |
|----------------------------|--|
| <b>REPORTS TO:</b>         | Council  |
| <b>CHAIRPERSON:</b>        | Councillor Ross Leggett  |
| <b>DEPUTY CHAIRPERSON:</b> | Mayor Anita Baker  |
| <b>MEMBERSHIP:</b>         | Councillor Izzy Ford, Councillor Josh Trlin,<br>Councillor Moira Lawler, Councillor Nathan Waddle,<br>Councillor Kylie Wihapi, Taku Parai Council Kaumātua<br>(Te Rūnanga o Toa Rangatira) |
| <b>MEETING FREQUENCY:</b>  | Two times per year, or as required   |
| <b>QUORUM:</b>             | Four   |

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### PURPOSE

The Chief Executive Employment Committee | Komiti Whai Mahi a te Tumuaki will have responsibility for the effective monitoring of the Chief Executive's performance and has the authority to undertake the annual remuneration review.

The Committee also has the role of undertaking any review for the purposes of the Local Government Act 2002, sch 7, cl 35, making a recommendation under the Local Government Act 2002, sch 7, cl 34, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

### RESPONSIBILITIES

The Chief Executive Employment Committee | Komiti Whai Mahi a te Tumuaki will have responsibility and authority to:

- Agree with the Chief Executive the annual performance objectives.
- Conduct the performance review required in the employment agreement between the Council and the Chief Executive.
- Undertake the annual remuneration review and make decisions regarding remuneration.
- Represent the Council in regard to any issues which may arise in respect to the Chief Executive's job description, agreement, performance objectives or other similar matters.
- Oversee any recruitment and selection process for a Chief Executive (noting that a decision on appointment must by law be made by the Council).
- Conduct and complete a review of employment under the Local Government Act 2002, sch 7, cl 35, and make a recommendation to Council under the Local Government Act 2002, sch 7, cl 34.

## Te Puna Kōrero

|                           |  |
|---------------------------|--|
| <b>REPORTS TO:</b>        | Council  |
| <b>HEAMANA:</b>           | <b>Councillor Josh Trlin and Councillor Geoff Hayward</b>                                      |
| <b>MEMBERSHIP:</b>        | The Mayor and all Councillors, and Taku Parai Council<br>Kaumātua (Te Rūnanga o Toa Rangatira) |
| <b>MEETING FREQUENCY:</b> | Twice monthly  |
| <b>QUORUM:</b>            | Seven  |

### PURPOSE

To set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.

In determining and shaping the strategies, policies, regulations and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment with the four strategic priorities:

- *Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation*
- *Build towards a low carbon city and proactively address the challenges of climate change*
- *Create thriving communities where everyone can be safe and healthy – at home, work or play*
- *Keep tamariki and rangatahi at the heart of our city*

Te Puna Kōrero will administer the community grants programme, allocating grants associated with the Community Funding Policy and Events Strategy. The Committee will also administer the Council's awards and have functions related to the Creative Communities Assessment Committee and Wellington Regional Airport Awards judging panel.

### RESPONSIBILITIES

#### Long-term Plan and Annual Plan

- Develop the draft and final Long-term Plan and associated tasks, strategies, identification of key projects, general planning assumptions, financial strategy and budgets, levels of service, phasing of work for recommendation to the Council including:
  - Key strategies related to long-term planning e.g: 30 year Infrastructure Strategy and long term Financial Strategy
  - statutory policies related to long-term planning e.g.: Revenue and Financing Policy, Significance and Engagement Policy, Development Contributions Policy, asset management plans
- Develop the draft and final Annual Plan and associated tasks, strategies, identification of key projects, assumptions, budgets, levels of service, phasing of work for recommendation to the Council.



- Develop the performance and monitoring framework to gauge progress on strategic direction.
- Agree the engagement and consultation plans and the consultation document and information for the draft Long-term and Annual Plans.

#### **Strategy and Policy**

- Develop draft strategy and policy, planning, service delivery, operations, engagement and consultation relating to projects and programmes.
- Recommend to Council strategy and policy for adoption.
- Monitor and review strategy and policy.
- Develop any bylaw proposal for recommendation to the Council.

#### **Significant Projects and Monitoring and Reporting**

- Monitor financial performance and expenditure including reallocation of funding as required throughout the financial year.
- Monitoring and oversight of significant projects.
- Make recommendations to the Council on the outcomes of service delivery reviews (Local Government Act 2002, s 17A).

#### **Governance and Consultation**

- Recommendation to the Council on regional and national governance matters (e.g. Triennial Agreement and shared services).
- Review and develop policy and practices relating to governance, including representation reviews for recommendation to the Council.
- Determine the significance of current and emerging issues and the appropriate response and engagement required.
- Ensure the Council's overall framework for consultation and engagement policies and practices are fit for purpose and enhance decision-making, including:
  - the relationship with Ngāti Toa Rangatira
  - key stakeholder partnerships and relationships
- Conduct any consultation processes required for issues before the Committee.

#### **District Plan**

- Approve discussion documents and Draft District Plan changes and/or variations for public feedback and comment.
- Make recommendations to the Council on adopting proposed District Plan changes and/or variations for public notification.
- Make decisions on private plan change requests.
- Authorise the resolution of appeals on a proposed plan, plan change, variation or designation.
- Make recommendations to the Council concerning all requirements to be notified by the Council, and all requirements received by the Council under Part 8 of the Resource Management Act 1991 (designations and heritage orders).
- Decide the Council's approach to conducting hearings required under the first schedule RMA.

#### **Property and Roads**

- Recommendations to the Council for acquisition, retention and disposal of property.
- Make recommendations to Council on any road stopping.

- Recommend to Council for the adoption of road naming themes (under the Local Government Act 1974, s 319 (j)). (Note: the power to name roads has been delegated to the Chief Executive, refer to the Chief Executive delegations).
- Approve temporary road closures for events (Local Government Act 1974, sch 10, cl 11(e)).

#### **Reserves Act (and open space managed as reserve)**

- For all Council owned or managed land that is a reserve under the Reserves Act 1977, or is managed as reserve, the power to:
  - a. Agree leases and licences referred to the Committee by the Chief Executive.
  - b. Adopt management plans, and amendments.
  - c. Adopt names.
  - d. Agree reserve classifications, make a reserve, revoke a reserve.
  - e. Agree vegetation removal referred to the Committee by the Chief Executive.

Noting that in making a decision under (a) and (e) the Chief Executive will consider financial impact, duration, scale of activity and public interest.

#### **Grants and Awards**

- Disburse funds as determined by the Council's Community Funding Policy.
- Disburse funds as determined by the Council's Events Strategy.
- Manage the Council's:
  - Civic Awards
  - Mayoral Recognition Certificates
- Appoint one Councillor as the Mayor's alternate on the Wellington Regional Airport Awards Judging Panel.
- Appoint one Councillor to the Porirua Sports Awards Judging Panel.
- Approve individual grants up to and including amounts of \$30,000 in any financial year.
- Approve combined sponsorship grants up to a total of \$110,000 in any financial year.

Agree the eligibility criteria and nominations process, evaluate nominations and agree to confer awards on nominated citizens and groups in accordance with specific award criteria set out in nomination guidelines.

Either Heamana of Te Puna Kōrero, or if both are unavailable, the Mayor, have delegated authority to make funding decisions of up to \$300 to individuals and \$500 to groups from the 'Getting You There' fund, within the allocated annual budget.

Either Heamana of Te Puna Kōrero, or if both are unavailable, the Mayor, have delegated authority to make funding decisions of up to \$500 from the 'Making it Happen' fund, within the allocated annual budget.

#### **OTHER**

- To consider matters that are brought to it for consideration from the Chief Executive.
- To appoint subcommittees to consider and make recommendations to the Committee on any aspect of the Committee's work.
- Set fees where applicable legislation requires that the fees are required to be set by resolution and they have not been set through the long term or annual plans (noting that all other fees can be set by officers acting under delegated authority).

- To approve submissions to external bodies and organisations except where they are of an operational or technical nature.

Note:

- If it is impractical to agree the submission before the close date refer to the delegation in the section "Role Descriptions and Delegations", page 23).
- The Chief Executive has the authority to make operational and technical submissions that are consistent with Council policy.



## Dog Control Hearings Subcommittee | Komiti Iti mō Ngā Whakawātanga Whakahaere Kuri

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|                           |  |
|---------------------------|--|
| <b>REPORTS TO:</b>        | Te Puna Kōrero   |
| <b>CHAIRPERSON:</b>       | Mayor Anita Baker  |
| <b>MEMBERSHIP:</b>        | Mayor Anita Baker, Councillor Kylie Wihapi,<br>Councillor Mike Duncan. |
| <b>MEETING FREQUENCY:</b> | As required  |
| <b>QUORUM:</b>            | Two  |

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### PURPOSE

To hear matters referred to it by the Chief Executive under the Dog Control Act 1996.

### RESPONSIBILITIES

#### Dog Control Act 1996 Hearings

To hear and determine under the Dog Control Act 1996, the following objections:

- To classification as a probationary owner (Section 22).
- To disqualification (Section 26).
- To classification of dog as menacing under s 33A (Section 33B).
- To classification of dog as menacing under s 33C (Section 33D).
- To classification of dog as dangerous under s 31.

### DELEGATIONS

The Subcommittee is delegated the power to hear and determine objections listed above in accordance with the Dog Control Act 1996.

## Porirua District Licensing Committee | Te Rōpū Tuku Raihana Waipiro o Porirua

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|                            |   |
|----------------------------|---|
| <b>REPORTS TO:</b>         | Council   |
| <b>CHAIRPERSON:</b>        | Councillor Kylie Wihapi   |
| <b>DEPUTY CHAIRPERSON:</b> | Councillor Mike Duncan  |
| <b>MEMBERSHIP:</b>         | Councillor Kylie Wihapi and Councillor Mike Duncan, list members  |
| <b>MEETING FREQUENCY:</b>  | As required   |
| <b>QUORUM:</b>             | Opposed licence or manager's certificate applications requires a quorum of 3. Unopposed licence or manager's certificate applications can be heard by the chairperson <b>or</b> the deputy chairperson. |

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### PURPOSE

The Sale and Supply of Alcohol Act 2012 (the Act) requires the Council to appoint one or more District Licensing Committees to deal with licensing matters.<sup>2</sup> The Porirua District Licensing Committee is appointed to administer the Council's alcohol licensing framework as determined by the Act and the Council's Local Alcohol Policy.

### RESPONSIBILITIES

The functions of the Porirua District Licensing Committee | Te Rōpū Tuku Raihana Waipiro o Porirua under the Act are:

- To consider and determine applications for licenses and manager's certificates.
- To consider and determine applications for renewal of licences and manager's certificates.
- To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with s 136 of the Act.
- To consider and determine applications for the variation, suspension, or cancellation of special licences.
- To consider and determine applications for the variation of licences (other than special licences) unless the application is brought under s 280 of the Act (Note: Section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence).
- With the leave of the Chairperson of the Licensing Authority, to refer applications to ARLA.
- To conduct inquiries and to make reports as may be required of it by the Licensing Authority under s 175 of the Act.
- Any other functions conferred on licensing committees by or under the Act or any other enactment.

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<sup>2</sup> Sale and Supply of Alcohol Act 2012, s 186.

## Ngā Whakaaturanga Mahi me Ngā Mana Role Descriptions and Delegations

### MAYOR

The Mayor is the leader of the Council and has the statutory role to provide leadership to the other members of the Council and the people in the district. The Mayor will lead the development of the Council's plans, policies and budgets for consideration by the Council. The Mayor is the primary Council spokesperson.

The Mayor will lead the following, supported as necessary by the relevant Councillors:

- Central government liaison.
- Regional governance.
- Emergency management.
- Relationship with iwi.
- Specific significant projects (to be determined at the Mayor's discretion).
- City resilience.

In addition the Mayor has the delegated authority to:

- Approve the Chief Executive's annual leave, overseas travel and expenditure on professional development.
- Approve the Deputy Mayor's and elected member attendance at conferences and associated travel within New Zealand provided that it can be funded from the budget approved as part of the Annual Plan.
- Approve Councillor's leave of absences (Note: The Mayor must advise all members of the Council when a leave of absence has been granted under this delegation).

### DEPUTY MAYOR

The Deputy Mayor will:

- Assist the Mayor in carrying out the statutory and leadership role of the Mayor.
- If the Mayor is absent or incapacitated, perform all of the responsibilities and duties, and exercise any powers of the Mayor (other than the powers under s 41A of the Local Government Act 2002 and the role of the Justice of the Peace).
- Lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role.

In the absence of the Mayor, for the Council to successfully discharge its responsibilities and duties in support of its purpose, the Deputy Mayor is empowered to perform the duties and responsibilities of the Mayor under the Local Government Act 2002, sch 7, cls 17(3), (4) and (5).

The Deputy Mayor is authorised to approve the Mayor's attendance at conferences or training and associated travel and accommodation within New Zealand provided that:

- It can be funded from the budget approved as part of the Annual Plan; and
- The Deputy Mayor consults with either Heamana of Te Puna Kōrero prior to approval.

### OTHER

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All requests for travel overseas (whether for the purpose of training, representing the Council, international relations or attending conferences) – and the associated costs (if any) must be presented to the Council for approval.

In urgent circumstances, when it is impractical for the Council to consider the item on an agenda prior to travel, approval must be sought from the Mayor and Deputy Mayor. If the travel is for the Mayor, then it must be considered by the Deputy Mayor and one of the Chairs of Te Puna Kōrero, or if the travel is for the Deputy Mayor it must be approved by the Mayor and one of the Chairs of Te Puna Kōrero.

The Chief Executive in consultation with the Mayor and at least one of the Chairs of Te Puna Kōrero are authorised to approve Council submissions if it is impractical for the matter to be determined by Te Puna Kōrero before the submission 'close date'. All Councillors must be advised of the submission and provided copies if requested.

Either of the Chairs of Te Puna Kōrero and General Manager – Policy, Planning and Regulatory Services or Manager, Resource Consents are authorised to appoint Councillors (sitting as hearings commissioners) and/or independent commissioners to hearings panels for Resource Management Act hearings.

Both Chairs of Te Puna Kōrero are additionally delegated the ability to accept late submissions (i.e., submissions received after the "close date" of the submissions period) received on consultations under consideration by Te Puna Kōrero.

#### **CHAIR OF A COMMITTEE**

A Chair of a Committee will:

- Provide leadership to the committee.
- Ensure decision-making is evidence based and made in a timely manner.
- Conduct the meeting in accordance with Standing Orders and legislation.
- Enhance relationships with key stakeholders.
- Where an issue does not come within a separate portfolio responsibility or is an issue of committee process, act as the Council's spokesperson and point of contact for the Committee's activities.
- Collaborate with other committee chairs where objectives are shared.
- Work effectively with Council officers.
- Ensure progress is made towards the Council's strategic priorities in the Committee's area of responsibility.
- Ensure governance oversight and direction is provided to the projects that report to their Committee.
- Meet regularly with the Mayor, Deputy Mayor, Chief Executive and senior staff.
- Keep the Mayor informed of emerging issues.
- Maintain a "no surprises" approach for elected members and staff.
- Raise issues of Council performance with assigned Executive Leadership Team staff member in the first instance, following with the Mayor and Chief Executive if necessary.



## Ngā Mana o te Tumuaki Chief Executive Delegations

### APPROACH

- The delegation to the Chief Executive affirms that the Long-term Plan and the Annual Plan provide the basis for the implementation of Council decisions by the Chief Executive. Through and under the Long-term Plan and Annual Plan, operational and capital expenditure budgets, some fees and charges, service levels, specific projects, and other significant requirements are approved by the Council.
- The Chief Executive and management are then authorised to proceed to make all necessary decisions and arrangements in line with those decisions.
- The delegation to the Chief Executive is supported by the quarterly report and performance monitoring function performed by Te Puna Kōrero.
- The delegation is also supported by effective communication and constructive working arrangements between elected members and the Chief Executive, such as regular briefings and the Chief Executive's Key Performance Indicators.

### DELEGATION

The Council delegates the following to the Chief Executive under the Local Government Act 2002, sch 7, cl 32:

- The Chief Executive is delegated all powers, functions and authorities (other than those retained by Council, or contained within the delegations to committees or other subordinate decision-making bodies) subject to any legal limits on the Council's ability to do so, provided that:
  - the Chief Executive acts within the law,
  - Council policy (as approved from time to time) and
  - the Long-term Plan and Annual Plan.
- In order to ensure effective and efficient delivery of the Long-term Plan and Annual Plan the Chief Executive delegations authorise the following tolerance levels:
  - If the operating budget for any Group Activity area will be exceeded by an amount no greater than 5% for that year, but the overall Annual Plan budget level can be maintained, the Chief Executive (in consultation with the Chief Financial Officer) has the authority to approve budget transfers between Activity areas, but subject to the following criteria:
    - The overspends will not result in other projects or sub projects being cancelled; or
    - Any projects or sub projects included in the Annual Plan that will not be completed as planned in the current or following year will be reported to the appropriate committee for approval.

Note: the net operating budget or surplus for this purpose excludes revaluations and gain/loss on sale of assets and any other extraordinary items.
  - If an individual Capital Expenditure programme in the Annual Plan will be exceeded by up to 10% for that year, the Chief Executive has the authority to approve that expenditure, as long as the overall Capital Expenditure budget for the year is not exceeded and subject to the following criteria:
    - The overall Annual Plan capital expenditure dollar amount is not exceeded; and
    - Any overspends must be offset by savings in the current year on a reduction in the dollar amount carried forward to the following years; and
    - The overspends will not result in other projects or sub projects being cancelled; or

- any projects or sub projects included in the Annual Plan that will not be completed as planned in the current or following year will be reported to the Committee for approval.
  - For any projects that straddle more than one financial year then the 10% applies to the total project cost and not the cost in the current financial year.
- Any actual or forecast variations to budget will be reported to the Council or Te Puna Kōrero for noting and approval.
- The Chief Executive has the authority to approve unbudgeted expenditure (either Capital or Operating) where the incurring of the expenditure relates to:
  - Urgent health and safety or legislative requirements
  - An emergency (whether one has been declared or not) provided that if the amount is in excess of \$1m then the Chief Executive must consult with and get agreement from the Mayor or Deputy Mayor if the Mayor is incapacitated. However, in the highly exception event that the Chief Executive is unable to consult, then the Chief Executive is still authorised to commit to the expenditure, but must report the exercise of the delegation to the Mayor and Council as soon as possible.
- The Chief Executive has the authority to sign any contract, legal agreement, debt instrument, or memorandum of understanding in order to give effect to the Annual Plan and Long-term Plan and / or existing policy. Where the content relates to the Council's relationship with external stakeholders / organisations, the Mayor must be advised. The Mayor will determine whether the Mayor or Chief Executive is the appropriate signatory and / or whether the matter is referred to Council or Committee.
- The power to name roads under the Local Government Act 1974, s 319(j) when a road naming theme for the area being named has been approved by Council, and the proposed name is consistent with that theme.

## Ngā Mana Whakahaere Rawa Resource Management Delegations

Existing Resource Management delegations will remain in operation for the triennium.

The table below summarises the delegations in place:

| Function power and duty   | Held by   |
|---|---|
| Approve proposed plan change or variation for notification  | Te Puna Kōrero for recommendation to the Council  |
| Make a decision on a plan change (including private plan changes)   | Council   |
| Conduct hearing and make a recommendation to Council on a plan change (and undertake all associated procedural steps)   | Independent Commissioners and Councillors (sitting as Commissioners)                      |
| Conduct a hearing and make a decision on resource consents, designations, reviews, change or cancellation of conditions (and undertake all associated procedural steps) | Independent Commissioners and Councillors (sitting as Commissioners)                      |
| All other functions & powers not retained by Council & Committee nor delegated to commissioners   | Chief Executive and other named officers  |
| Appointment of Commissioners - resource consents, designations, etc   | Either Heamana of Te Puna Kōrero in consultation with relevant managers                   |
| Appointment of Commissioners - plan changes   | Either Heamana of Te Puna Kōrero of Te Puna Kōrero in consultation with relevant managers |



## Appendix 1: Processes for Heamana of Te Puna Kōrero

This appendix provides guidance and processes for Heamana of Te Puna Kōrero.

### Meetings of Te Puna Kōrero

As Te Puna Kōrero meets twice per month, the meetings will be divided between the two Chairs equally.

Heamana Councillor Josh Trlin will preside at the first ordinary meeting in every month.

Heamana Councillor Geoff Hayward will preside at the second ordinary meeting in every calendar month.

### Extraordinary Meetings

A meeting may be called by both Chairs acting jointly. Where one Chair cannot be contacted in a reasonable amount of time (taking into account that extraordinary / emergency meetings are sometimes called with limited notice), either Heamana can call a committee meeting in conjunction with the Mayor or Deputy Mayor.

Should an extraordinary, or emergency meeting fall within the first half of a month, Heamana Councillor Josh Trlin will be the presiding member at that meeting.

Should an extraordinary, or emergency meeting fall within the second half of a month, Heamana Councillor Geoff Hayward will be the presiding member at that meeting.

### Absence from meeting

Should either Chair be absent from the meeting they were to preside at, or not be physically present in the room, the other Chair will assume duties as the presiding member of the meeting.

### Media Contact

The Chair who is presiding at the meeting which a matter is on the agenda for is the authorised spokesperson for the Committee on that matter. Should that Chair be unreachable within a reasonable amount of time, the enquiry can be directed to the Mayor.

Note: A Chair may refer a media enquiry to the other Chair or Mayor at their discretion.

### Delegations

This section outlines delegations that may be exercised by **either** Heamana. When a delegation is exercised under this section by one Chair, this must be reported to the other Chair.

### Urgent Submissions

Urgent submissions that cannot be taken to a meeting in the time available can be signed off by either Heamana, in conjunction with the Mayor.

### Approval of Travel

Travel for the Mayor must be considered by the Deputy Mayor and either Heamana of Te Puna Kōrero, or if the travel is for the Deputy Mayor, it must be approved by the Mayor and one of either of the Heamana of Te Puna Kōrero.

Appointment of Commissioners to Resource Management Act Panels

Either Heamana of Te Puna Kōrero and General Manager – Policy, Planning and Regulatory Services or Manager, Resource Consents are authorised to appoint Councillors (sitting as hearings commissioners) and/or independent commissioners to hearings panels for Resource Management Act hearings.

**Resolution of Disputes or Matters Not Covered**

In the case of any disputes between Heamana, or if any matters arise and these are not covered in either this appendix, or Standing Orders, the Mayor will make a determination, after taking advice from the Chief Executive. The Mayor's determination in any matters is final and binding.